Contents: Emergency Preparedness

Effective Date: **May 2003**
Point of Contact: Emergency Planning

Section	Overview of Content (see section for full process)
Introduction	
1. Completing and Editing Emergency Pre-plan Response Cards	• Complete run card. • Update run cards annually.
2. Creating, Posting, and Maintaining Hazard Placards	• Evaluate areas for hazards. • Create and post placards. • Update placards annually.
3. Developing Local Emergency Plans	• Complete Local Emergency Plan (LEP). • Upon approval of LEP ensure staff are trained, distribute copies of plan, post information, and annually review and, if necessary, revise.
4. Emergency Preparation - All Staff	• Complete training. • Report emergency. • Locate indoor assembly area, outdoor assembly area, and shelter-in-place area. • Review Local Emergency Plan.
5. Emergency Preparation - Local Emergency Coordinators	• Create and maintain Local Emergency Plan. • Coordinate emergency management issues. • Conduct drills. • Maintain run cards.
6. Emergency Response - All Staff	• Activate alarm, report emergency, and notify LEC. • Report to outdoor assembly, if building alarm bell sounds. • Report to indoor assembly, if steady site siren signal sounds.
7. Emergency Response - Local Emergency Coordinators	• Provide assistance for exiting in an emergency. • Report results of building accountability. • Determine status of equipment/experiments during emergency. • Maintain command and control of the scene until relief arrives.

8. Notifying Next of Kin	• Report to Command Post, or Emergency Operations Center. • Obtain verbal briefing of event. • Escort victim to hospital and contact family. • Prepare press release.

Definitions

Exhibits
BNL Car Pool Rules During Emergency Situations
Building Reentry Rules Following an Emergency Situation
Dormitory and Guest House Residents, Apartment Area, Child Development Center, and Nursery
Emergency Evacuation Zones and Routes
Emergency Information Poster
Guidance on Completing Hazard Placard Template
Hazard Placard Template
Indoor Assembly Area Information Poster
Plectron Receiver Instructions and Information
Shelter-in-Place Area Poster
Shelter-in-Place Instructions
Suggested Emergency Equipment

Forms
Local Emergency Plan
Bomb Threat Checklist

Training Requirements and Reporting Obligations

This subject area contains training requirements. See the Training and Qualifications Web Site.

This subject area does not contain reporting obligations.

References

Building Facilities Requiring Drills, Emergency Services Web site

Firehouse Response Card System Web Site

Frequently Asked Questions, Firehouse Response Card System Web Site

Local Emergency Coordinators Web site

NFPA Standard 704

Spill Response Subject Area

Training and Qualifications Web Site

Working With Chemicals Subject Area

Standards of Performance

All staff and guests shall carry out appropriate emergency responses and off-normal event follow-up activities.

All staff and guests shall promptly report accidents, injuries, ES&H deficiencies, emergencies, and off-normal events in accordance with procedures.

Management System

This subject area belongs to the **Emergency Preparedness and Off-Normal Event Reporting** management system.

Back to Top

3.2-092004-/standard/0q/0q00t011.htm

Introduction: Emergency Preparedness

Effective Date: **April 2001**

Point of Contact: Emergency Planning Group Supervisor

This subject area describes the procedures that BNL staff and non-BNL staff must be aware of and follow to report and respond to emergency situations. These situations include events that may require a response from forces outside of the building, e.g., fire/rescue, and hazardous materials response. All fires, regardless of how small, must be reported. All spills that result in a release to the environment must be reported. Any suspicious package or any bomb threat call must be reported. BNL staff and non-BNL staff must not attempt to mitigate an event (e.g., fire or spill) unless they have been trained to do so.

Back to Top

2.0-042001/standard/0q/0q00i011.htm

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Subject Area: ***Emergency Preparedness***

1. Completing and Editing Emergency Pre-plan Response Cards

Effective Date: **May 2003**

Point of Contact: Emergency Planning

Applicability

This information applies to Local Emergency Coordinators who complete and edit Emergency Pre-plan Response Card.

Required Procedure

All buildings with a Facility Use Agreement (FUA) must have an Emergency Pre-plan Response Card. Specialty operations not associated with a structure or other structures not having an FUA must be evaluated for a run card based on the hazard.

The Local Emergency Coordinator (LEC) is responsible for ensuring the Emergency Pre-plan Response Cards are complete and accurate.

The purpose of the run cards is to provide consistent, essential, and facility information for Building Managers, LECs, and emergency response staff.

The LEC does the following:

Step 1	Complete an Emergency Pre-plan Response Card (also referred to as run cards) for any new building or structure. See the Firehouse Response Card System Web Site for run cards. Click "Edit this Run Card" after entering the building number. To add a structure to the database, or obtain edit privileges, e-mail chief@bnl.gov. For a new building, until an LEC has been assigned, the Department Chair/Division Manager ensures the run card is completed.

Step 2	Complete the following run card information:
	
	• Main Section
	  ○ Hazards;
	  ○ Special notes;
	  ○ Fire Department Connection Location(s);
	  ○ Fire Protection System(s);
	  ○ Fire Panel Locations;
	  ○ Construction Type;
	  ○ Occupancy.
	• Utilities Section --- shut-off information should be appropriate for the complexity of the

	• Utilities Section --- shut-off information should be appropriate for the complexity of the building. If possible, provide greater detail.
	  ○ HVAC shut-off;
	  ○ Gas shut-off;
	  ○ Electric shut-off;
	  ○ Water shut-off;
	  ○ Chilled water shut-off;
	  ○ Compressed air shut-off.
	• Contacts Section
	  ○ Local Emergency Coordinator Primary;
	  ○ Local Emergency Coordinator Secondary;
	  ○ Telephone numbers;
	  ○ Division Manager;
	  ○ Key Personnel.
	
	The ES&H Coordinator completes the confined space information. Fire-Rescue completes the key box information. Plant Engineering completes the drawing number.

Step 3	Update run cards annually by the end of the first quarter of the calendar year (at a minimum). If no information has changed, click the save button to update date and time of review.

Guidelines

The Emergency Pre-plan Response Cards should be completed in consultation with the Building Manager, ES&H Coordinator, Facility Support Representatives, emergency services, or other knowledgeable staff.

For those facilities and operations that require further evaluation to determine applicability, refer to the Occupational Readiness Evaluation (ORE), project review, or e-mail chief@bnl.gov.

For questions and answers on run cards, see Frequently Asked Questions, Firehouse Response Card System Web Site.

For additional assistance in completing the run cards, contact Fire-Rescue, Plant Engineering (MMC), Safety and Health Services, or the Department/Division ES&H Coordinator.

References

Firehouse Response Card System Web Site

Frequently Asked Questions, Firehouse Response Card System Web Site

Local Emergency Coordinators Web site

| Continue to Next Page |

Back to Top

3.0-052003/standard/0q/0q06d011.htm

Subject Area: ***Emergency Preparedness***

2. Creating, Posting, and Maintaining Hazard Placards

Effective Date: **May 2003**

Point of Contact: Emergency Planning

Applicability

This information applies to BNL staff who create, post, and maintain hazard placards.

Required Procedure

The ES&H Coordinator ensures areas are properly evaluated and any required postings are accurate, legible, and timely. The Principal Investigator, Supervisor, or Manager for the area does the following:

Step 1	Evaluate the laboratory, workplace, facility, or storage area against the following criteria. Determine if the areas contain the following hazards: • Significant quantities of flammable materials or chemicals; • Significant quantities of materials that could evolve or release caustic, toxic, or corrosive fumes; • Cryogenic material creating an oxygen deficiency hazard; • Any etiologic agents; • Any radioactive materials; • Any pyrophoric materials; • Any open electrical potentials; • Any X-ray, laser, and other potentially hazardous equipment (regardless of interlocks); • Other hazards, which could cause injury or property damage under uncontrolled conditions. For example, stored energy systems, rotating machinery, continuous hardhat area, any area requiring specific safety instructions for workers. See the exhibit Guidance on Completing Hazard Placard Template for more details.
Step 2	Create the Hazard Placard. Use the exhibit Hazard Placard Template or index cards for the Emergency Placard (green placard, stock item K-71016). For guidance on completing the template, see the exhibit Guidance on Completing Hazard Placard Template.
Step 3	Post placards at the entrances to the areas.
Step 4	Update placards at least annually, or when a change is made that affects the level of hazard. The date of the last revision or review must be clearly marked on each card or page.

Guidelines

For additional assistance in completing the hazard placards or about hazards in your area, contact the Department/Division ES&H Coordinator, Local Emergency Coordinator, Building Manager, Facility Support Representative, Fire-Rescue, Plant Engineering, Safety and Health Services, or other knowledgeable staff.

Hazard Placards should be mounted to either side of the primary entrance way into a laboratory, workplace, facility, or storage area. The placard may be mounted on the door, although that is not the preferred location.

| Go to Previous Page | Continue to Next Page |

Back to Top

3.0-052003/standard/0q/0q07d011.htm

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Subject Area: ***Emergency Preparedness***

3. Developing Local Emergency Plans

Effective Date: **May 2003**

Point of Contact: Emergency Planning

Applicability

This information applies to BNL staff who develop Local Emergency Plans.

Required Procedure

Step 1	The Department Chair/Division Manager assigns a responsible person to complete and maintain the facility Local Emergency Plan (LEP). Usually the Local Emergency Coordinator (LEC) completes it. All facilities are required to complete a LEP.
Step 2	Consider completing the optional information of the Local Emergency Plan (LEP), if the facility has specific hazards or meet criteria that include the following: 1. The potential for the uncontrolled release of hazardous materials, including radioactive and/or toxic chemicals, or the potential for causing a negative environmental impact; 2. Emergency plans required by a nationally accepted code, standard or governmental regulation (e.g., NYSDEC requires a plan for oil spills at the Central Steam Facility; OSHA requires certain workplaces to have them based on hazard level); 3. An event resulting in consequences of a magnitude and type equal to or exceeding Emergency Action Levels as defined in the BNL Emergency Plan; or 4. Potential for an employee being seriously injured in a unique work environment.
Step 3	The Preparer of the plan signs, ensures appropriate signatures are obtained, and dates the LEP.
Step 4	Upon approval of the Local Emergency Plan by the Department Chair/Division Manager, the LEC • Ensures staff within the Department/Division are trained annually in the contents of the plan; • Distributes copies of the approved plan to Department/Division staff as required; • Posts pertinent information, regarding emergency preparedness, in conspicuous locations throughout the building e.g., assembly area, shelter-in-place area, evacuation area; • Annually reviews and, if necessary, revises the plan.

Guidelines

For additional assistance in completing the LEP in your area, contact the Department/Division ES&H

For additional assistance in completing the LEP in your area, contact the Department/Division ES&H Coordinator, Local Emergency Coordinator, Building Manager, Facility Support Representative, Fire-Rescue, Plant Engineering, Safety and Health Services, or other knowledgeable staff.

| Go to Previous Page | Continue to Next Page |

Back to Top

3.0-052003/standard/0q/0q08d011.htm

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Subject Area: ***Emergency Preparedness***

4. Emergency Preparation - All Staff

Effective Date: **May 2003**
Point of Contact: Emergency Planning

Applicability

This information applies to BNL staff and non-BNL staff in preparation for an emergency. All staff includes any individual who has a life number or guest number and has been issued a DOE photo identification badge.

Required Procedure

All BNL staff and non-BNL staff must complete the following steps.

Step 1	Successfully complete the Emergency Preparedness Training within 15 business days after reporting to work at BNL. Retake this training on a biennial basis. See the Training and Qualifications Web Site.
Step 2	In the event of an emergency, call 911 or 2222 from any internal Laboratory telephone. **Note:** If calling from a non-Laboratory phone, such as a public pay phone or cell phone, dial 1-631-344-2222. (Calling 911 from a public pay phone will connect you with the Suffolk County Office of Fire/Rescue and Emergency Services instead of BNL).
Step 3	Learn the locations of fire alarm pull-boxes within your building.
Step 4	Learn the location of your building's indoor assembly area, outdoor assembly area, and shelter-in-place area, and be familiar with the safest route to each of these areas. **Note:** The shelter-in-place area is an **indoor** area where people can safely stay until an emergency is over. See the exhibit Shelter-in-Place Instructions. **Note:** This information is posted in your building.

Step 5	Know whom your building's Local Emergency Coordinator (LEC) is and how to reach him/her.
Step 6	Know the information contained in your building's Local Emergency Plan (if your building has one) with regard to actions expected of you.
Step 7	If you are sponsoring any guests or visitors on-site, make sure they know how to respond properly in an emergency.

References

Training and Qualifications Web Site

| Go to Previous Page | Continue to Next Page |

Back to Top

3.2-092004/standard/0q/0q01d011.htm

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Subject Area: ***Emergency Preparedness***

5. Emergency Preparation - Local Emergency Coordinators

Effective Date: **May 2003**
Point of Contact: Emergency Planning

Applicability

This information applies to all BNL staff assigned as Local Emergency Coordinators (LEC).

Required Procedure

All Departments and Divisions must assign a Local Emergency Coordinator (LEC). Every occupied building has its own LEC, preferably a resident of the building. Upon being assigned to the LEC position, staff receive documented on-line training in the duties of a LEC.

Step 1	Create and maintain the building Local Emergency Plan, run cards, or applicable procedures.
Step 2	Coordinate emergency management issues with all other co-tenants within your building, which includes preparing emergency information posting, assembly area posting, and shelter-in-place posting. See the following exhibits for postings: • Emergency Information Poster; • Indoor Assembly Area Information Poster; • Shelter-in-Place Area Poster. See the exhibit Shelter-in-Place Instructions.
Step 3	Conduct annual building fire/evacuation drills and critiques, and implement corrective actions as necessary. For buildings requiring annual drills, see Building Facilities Requiring Drills, Emergency Services Web site.
Step 4	Identify and maintain emergency equipment as necessary. See the exhibit

Step 4	Identify and maintain emergency equipment as necessary. See the exhibit Suggested Emergency Equipment.
Step 5	Be aware of staff in your assigned building who may require assistance during an emergency and provide for assistance in safely exiting the building in an emergency. For buildings with complex programs and/or large numbers of personnel, designate other staff to assist in emergency procedures.

References

Building Facilities Requiring Drills, Emergency Services Web site

| Go to Previous Page | Continue to Next Page |

Back to Top

3.2-092004/standard/0q/0q03d011.htm

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Subject Area: ***Emergency Preparedness***

6. Emergency Response - All Staff

Effective Date: **May 2003**
Point of Contact: Emergency Planning

Applicability

This information applies to BNL staff and non-BNL staff in the event of an emergency.

Required Procedure

All BNL staff and non-BNL staff must complete the following steps.

Step 1	In the event of an emergency, activate an appropriate alarm, or call 911 or 2222 from any internal Laboratory telephone, but only if it is safe to do so. (Call 1-631-344-2222 from a cell phone or non-Laboratory phone). All fires, regardless of how small, must be reported. All spills that result in a release to the environment must be reported. Any suspicious package or any bomb threat must be reported. See the exhibit Bomb Threat Checklist. See also the Spill Response Subject Area for emergencies involving hazardous materials.
Step 2	Call 911 or 2222 and immediately notify your assigned Building Local Emergency Coordinator (LEC) if you • Become aware of a hazardous material release or spill; • Detect or suspect a fire; • Receive a threatening telephone call or e-mail message; • See or receive what you believe to be a suspicious package; • See what you believe to be violence in the workplace; • See what you believe to be a hostage situation.
Step 3	If you hear a building alarm bell, evacuate your building and report to the outdoor assembly area.

	Do not reenter an evacuated building or site unless specifically authorized by the Incident Commander. See the exhibit Building Reentry Rules Following an Emergency Situation. **Note:** An outdoor assembly area is a predesignated area used when a building must be evacuated.
Step 4	If you hear a steady site siren signal, go to your building's indoor assembly area. **Note:** The building indoor assembly area is a predesignated spot, often a lobby or a conference room.
Step 5	Remain in the indoor assembly area, outdoor assembly area, or shelter-in-place area (as appropriate) until specifically authorized by the Incident Commander to leave. **Note:** The shelter-in-place area is an indoor area where people can safely stay until an emergency is over.
Step 6	If you hear an intermittent site siren, evacuate the BNL site, using the most direct route, or as instructed by emergency response personnel. If a hazardous situation requires it, a specific evacuation route may be designated. Car-poolers evacuate the site with any available ride. See the exhibit BNL Car Pool Rules During Emergency Situations. See the exhibit Dormitory and Guest House Residents, Apartment Area, Child Development Center, and Nursery. See the exhibit Emergency Evacuation Zones and Routes. **Note:** The intermittent site siren grows louder then softer repeatedly.
Step 7	Assist Management, the Incident Commander, or the Building LEC upon request during an emergency.

References

Local Emergency Coordinator Web site

Spill Response Subject Area

| Go to Previous Page | Continue to Next Page |

Back to Top

3.0-052003/standard/0q/0q02d011.htm

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Subject Area: ***Emergency Preparedness***

7. Emergency Response - Local Emergency Coordinators

Effective Date: **May 2003**

Point of Contact: Emergency Planning

Applicability

This information applies to all BNL staff assigned as Local Emergency Coordinators (LEC) in the event of an emergency.

Required Procedure

All Departments/Divisions must assign a Local Emergency Coordinator (LEC). Every occupied building has its own LEC, preferably a resident of the building. Upon being assigned to the LEC position, staff receive documented training in the duties of a LEC.

Step 1	Be aware of staff in your assigned building who may require assistance during an emergency and provide for assistance in safely exiting the building in an emergency.
Step 2	Ensure that building accountability is performed following a building evacuation and report these results to the Incident Commander.
Step 3	Survey personnel to determine the status of any equipment/experiments that may have been left in an energized or unsafe condition.
Step 4	Ensure that emergency forces have been summoned and building alarms are sounded as required.
Step 5	Maintain command and control of the scene until relieved by the Incident Commander.
Step 6	Identify yourself to the Incident Commander and assist in mitigating the emergency as requested.
Step 7	Ensure that the Plectron(s) assigned to your building are operational and that they are brought to the indoor assembly area, shelter-in-place area, or outdoor assembly area as required. See the exhibit Plectron Receiver Instructions and Information.

| Go to Previous Page | Continue to Next Page |

Back to Top

3.0-052003/standard/0q/0q04d011.htm

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Subject Area: ***Emergency Preparedness***

8. Notifying Next of Kin

Effective Date: **May 2003**

Point of Contact: Emergency Planning

Applicability

This information applies to Department Chairs, Division Managers, or Office Managers whose staff, visitors, or guests are involved in an accident resulting in serious injury, serious illness, or death. It does not apply to minor injuries, which may be a result of sporting events, or injuries where the individual is able to proceed under their own power.

Required Procedure

Step 1	Upon notification of the accident, report to the Command Post or the Emergency Operations Center, if activated.
Step 2	Obtain a complete verbal (face-to-face) briefing of the event from the Incident Commander or the Laboratory Emergency Supervisor.
Step 3	Ensure that a co-worker escorts the victim to the hospital to answer any questions from the hospital staff, or from the patient.
Step 4	With the Manager, Human Resources Division, contact the family of the patient or victim, in person, if possible.
Step 5	With the Manager, Human Resources Division, escort family members to the hospital.
Step 6	Assist the Public Affairs Office in the preparation of a press release, if necessary.
Step 7	Contact the Employee Assistance Program Office to provide assistance to the family if requested.
Step 8	Obtain the assistance of local police if the victim does not live on Long Island. Contact Human Resources for emergency contact information.

| Go to Previous Page |

Back to Top

3.0-052003/standard/0q/0q05d011.htm

Definitions: Emergency Preparedness

Effective Date: **May 2003**
Point of Contact: Emergency Planning

Term	Definition
biennial	Every two years.
emergency	An event or uncontrolled release of hazardous substances that require immediate response to prevent death or serious injury to BNL employees, visitors, and/or guests.
etiologic agents	Any material containing a viable organism, or its toxin that causes, or may cause, human disease.
fire-related hazardous material	Any material, which can be ignited readily and burns vigorously and persistently, or its combustion products are sufficiently toxic to cause a health hazard. Such materials are further defined as having an identification of hazard in accordance with NFPA Standard 704 as follows: Degree of health hazard of 2, 3, or 4 Degree of fire hazard of 3 or 4 Degree of reactivity (instability) hazard of 1 through 4.
hazards assessment	The identification and characterization of hazardous materials specific to a facility/site, analyses of potential accidents or events, and evaluation of potential consequences. The Hazards assessment also includes a determination of the size of the geographic area surrounding the site, known as the Emergency Planning Zone (EPZ), within which special planning and preparedness activities are required to reduce the potential health and safety impacts from an event involving hazardous materials.
indoor assembly area	A pre-designated area where employees gather in the event of a site-wide emergency. Accountability of personnel will take place in this area, and you will be kept informed of emergency status.
Local Emergency Coordinator	An individual assigned by Department or Division Management responsible for emergency planning within a building.
outdoor assembly	A pre-designated area where employees report to in the event of a

area	fire, hazardous material spill or other event which causes the evacuation of the building. Accountability of personnel will take place at this area.
radioactive material	Any material, equipment or system component determined to be contaminated or suspected of being contaminated. Radioactive material also includes activated material, sealed and unsealed sources, and materials that emit radiation.
shelter-in-place area	A pre-designated **indoor** area, usually an interior room, where employees assemble in the event of a problem when evacuation is not prudent. Accountability will take place in this area, and you will be kept informed of emergency status.
significant quantity	Any quantity, which if released from its containment and dispersed, could create a hazard to safety or health or could cause extensive property damage. Criteria for determining significant quantities of toxic, flammable, or radioactive material in an environment is any material that requires a type II or III workplace; see the Working With Chemicals Subject Area.
toxic material	A substance or mixture of substances in any form having intrinsic properties capable of producing adverse effects on the health of a worker. These include asphyxiants, carcinogens, irritants, mutagens, strong oxidizers, teratogens, and systemic poisons.

Back to Top

3.1-052004/standard/0q/0q00l011.htm

Subject Area: ***Emergency Preparedness***

BNL Car Pool Rules During Emergency Situations

Effective Date: **May 2003**

Point of Contact: Emergency Planning

Very often, car pool members work in different locations. During emergencies, one must not attempt to form the car pool before leaving the site. If the driver attempts to pick up the other riders, he/she may either be going to a building that has already been evacuated, or worse may be driving into a hazardous area. Again, it is important for each car pool to prepare for such a contingency. Several options are available: (1) get a ride with someone in your building to an offsite location from where you can then get a ride home, or (2) agree among yourselves that you will meet at an offsite location and then proceed normally home.

Back to Top

3.0-052003/standard/0q/0q01e011.htm

Subject Area: ***Emergency Preparedness***

Building Reentry Rules Following an Emergency Situation

Effective Date: **May 2003**

Point of Contact: Emergency Planning

On occasion it may be necessary to evacuate a building for safety considerations. In this situation, the Incident Commander, usually the Fire Captain, is in charge of the emergency. This includes direction of the fire fighters, control of the scene, ensuring the safety of the occupants of the building, ensuring that all personnel have evacuated the building if necessary, and conducting a search if anyone may be missing. During the mitigation phase of the emergency, the Incident Commander is also responsible for making sure that no one without an emergency response function is permitted to reenter the building.

The Incident Commander may consult with the Safety Engineering Group to evaluate the condition of the building and determine if it is safe to reenter. Unless and until permission is obtained from the Incident Commander that it is safe to reenter the building, anyone doing so may be placing themselves in jeopardy. Anyone who reenters or attempts to reenter an evacuated building without the permission of the Incident Commander will be subject to disciplinary action.

Back to Top

Subject Area: ***Emergency Preparedness***

Dormitory and Guest House Residents, Apartment Area, Child Development Center, and Nursery

Effective Date: **May 2003**

Point of Contact: Emergency Planning

Dormitory and Guest House Residents

All residents shall remain in their buildings when the **continuous** site siren is sounded; information on further response will be provided by the BNL police. When the **intermittent** site siren is sounded, and residents have no transportation, they shall proceed to Berkner Hall (Building 488) to assemble and await further instructions. If they have transportation they shall leave the Laboratory immediately. For further assistance, contact Police Headquarters at 2238.

BNL Apartment Area

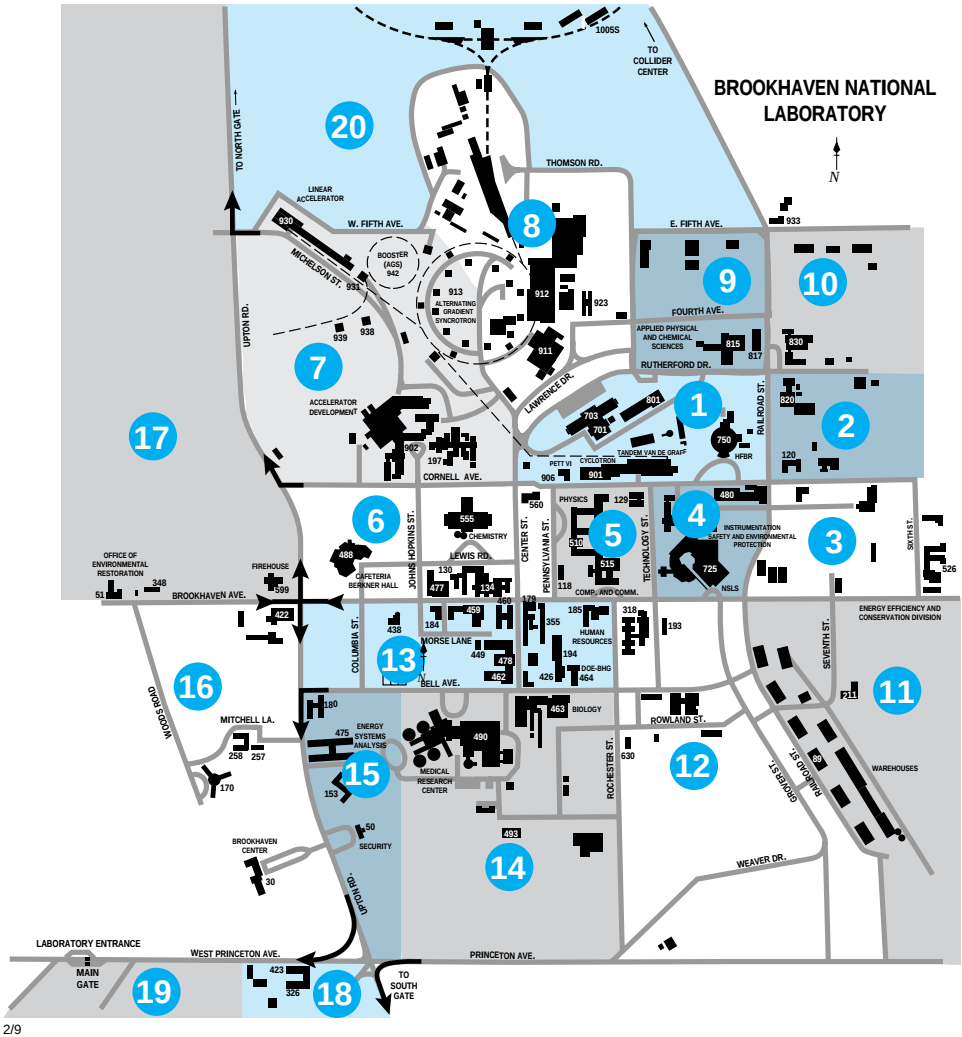
Evacuation of the BNL apartment area is not envisioned for any credible emergency originating at BNL. Upon sounding of the BNL site sirens, residents of the apartment area shall proceed indoors, close all windows and doors, and await further instructions.

Child Development Center and Nursery

At the declaration of an Alert or at the discretion of the LES, a Plectron message will be transmitted instructing parents to pick up their children at the Child Development Center and the Nursery School.

Back to Top

Emergency Evacuation Zones and Routes



2/9

Legend: Evacuation Zone

Recommended Evacuation Route

EMERGENCY INFORMATION

YOU ARE IN BUILDING #_____

EVACUATION ZONE #_____

IN THE EVENT THE BUILDING ALARM SOUNDS – PROCEED TO OUTDOOR ASSEMBLY AREA_____

IN THE EVENT THE STEADY SITE SIRENS SOUNDS – PROCEED TO INDOOR ASSEMBLY AREA_____

SHELTER-IN-PLACE AREA_____

LOCAL EMERGENCY COORDINATOR

_____

EXTENSION_____

(Remove this statement and print on yellow paper)

Guidance on Completing Hazard Placard Template

AREA AND CONTACT INFORMATION

1. Give the names, Laboratory telephone extensions, pagers/cell phone numbers, and home telephone numbers of at least two people who can be called in an emergency or unusual occurrence.
2. Identify the Department/Division using space. Groups or sections are optional information.
3. Give any specific instructions that could be used by Laboratory Emergency Forces or operations personnel, especially during the off-hours, which would assist in mitigating an emergency.

FIRE HAZARDS

1. List any significant hazardous materials, their quantities, and their locations.
    a. Include any flammable liquids in excess of one gallon.
    b. Include flammable gases.
    c. List strong oxidizing agents.
    d. List pyrophoric materials.
2. If no fire hazards exist, enter "NONE."

HEALTH HAZARDS

1. List materials that could evolve into or release caustic, toxic, or corrosive hazards.
2. Identify all etiologic materials.
3. If no health hazards exist, enter "NONE."

RADIATION HAZARDS

1. Identify and describe any radiation hazards, including sources and dispersible contamination, and give their location. NOTE: If any area has only fixed contamination areas, it is not required to complete a hazard placard, but it should be noted on the Emergency Pre-plan Response Card (run card).
2. Contact Facility Support of the Radiological Control Division for further assistance.
3. If no radiation hazards exist, enter "NONE."

OTHER HAZARDS

1. List any other hazards or information that might be pertinent in an emergency. This includes
    - The location and shut-offs of lasers
    - RF equipment
    - Magnetic fields
    - Cryogenics
    - Compressed gases

- Rotating machinery
- Oxygen Deficiency Hazard
- Noise areas requiring posting
- Confined spaces
- Stored energy systems.

UTILITIES

1. Give location of any switches that cut off power to experimental equipment and space. Include specific information as needed.
2. Identify any open electrical potential and location of the disconnect.
3. Give location of controls for ventilation of space.
4. Give location of gas shut-off valve.

Hazard Placard Template

(Add additional information as necessary, boxes will expand)

AREA AND CONTACT INFORMATION

ROOM NUMBER or ID:
DEPARTMENT/DIVISION:

CONTACT NAME:
CONTACT NUMBERS:
(work/pager/cell phone/home)

ALTERNATE CONTACT NAME:
CONTACT NUMBERS:
(work/pager/cell phone/home)

INSTRUCTIONS:

FIRE HAZARDS

ITEM:
QUANTITY:
LOCATION:

If no Fire Hazards, state “NONE”

HEALTH HAZARDS

ITEM:
QUANTITY:
LOCATION:

If no Health Hazards, state “NONE”

RADIATION HAZARDS

ITEM:
QUANTITY:
LOCATION:

If no Radiation Hazards, state “NONE”

OTHER HAZARDS

ITEM:
QUANTITY:
LOCATION:

If no Other Hazards, state “NONE”

UTILITIES

ELECTRIC:

GAS:

STEAM:

VENTILATION:

OTHER:

INDOOR

ASSEMBLY

AREA

FOR

BUILDING _____

(Remove this statement and print on pink paper)

PLECTRON RECEIVER
INSTRUCTIONS AND INFORMATION

INITIAL STARTUP

1. Plug the Plectron Receiver adapter into a 120V AC outlet and then into the back of the unit.
2. Ensure OFF/ON button is in the ON position (IN).
3. Place MON/ALERT button in the MON position (OUT).
4. Rotate Volume control to approximately the middle position.
5. Rotate and adjust Squelch control so that static disappears.
6. Place MON/ALERT button in the ALERT position (IN).

NORMAL OPERATION

1. Ensure OFF/ON button is in the ON position (IN).
2. Ensure MON/ALERT button is in the ALERT position (IN).
3. The red light should be on STEADY burn.
4. Upon alarm, a high-pitched audible alert tone is transmitted and the red light will FLASH.
5. To reset the unit, push and release the ALERT/RESET button.
6. The red light should return to STEADY burn.

NOTES

1. The Plectron should be placed where it can be heard by at least one person at all times.
2. If an actual alarm is received, disconnect the power supply from the unit and take it with you to the assembly point.

PROBLEM SOLVING

1. If the unit does not power up and red light does not come on – ensure it is fully plugged into a working power supply. Try an alternate power supply, if available.
2. You are hearing radio transmissions on the unit continually – ensure the red light is not blinking. Ensure the MON/ALERT button is pushed in (ALERT mode). Push the ALERT/RESET button to reset the unit.
3. No voice is received – ensure volume is turned up to adequate level.
4. If all else fails, call John Searing on 3108.

SHELTER

IN

PLACE

AREA

FOR

BUILDING ____

(Remove this statement and print on blue paper)

Subject Area: ***Emergency Preparedness***

Shelter-in-Place Instructions

Effective Date: **September 2004**
Point of Contact: Emergency Planning

Shelter-in-Place Instructions is provided as a Word file.

Back to Top

3.1-092004/standard/0q/0q14e011.htm

Send a question or comment to the SBMS Help Desk
Disclaimer

Shelter-in-Place Instructions

Background

Shelter-In-Place (SIP) means people should seek shelter inside a building and remain inside until the danger passes. Sheltering in-Place is used when evacuating the public would cause greater risk than staying where they are, or when an evacuation cannot be performed.

It is vital to maintain communications with competent persons inside the building so that they are advised about changing conditions. Persons protected-in-place should be warned to stay far from windows because of the danger from glass and projected metal fragments in a fire and/or explosion.

Knowledgeable personnel may be assigned by the Local Emergency Coordinator (LEC) to assist in SIP actions.

- Trigger Event occurs.
- Appropriate personnel respond.
- Plectron notification. Keep Plectron with you.
- Building follows local emergency plan.
- Personnel gather in Indoor Assembly Area or Shelter-in-Place (SIP) Area based on plectron notification/pager notifications.
- Personnel perform SIP actions (as instructed to do – based on type of event). This could include
    - Advising personnel to bring belongings/essential items
    - Assessing/securing HVAC
    - Assessing/securing power
    - Closing windows and doors
    - Securing critical equipment, including programmatic equipment
- Perform accountability
- Await further instructions
- Contact PE

What each employee must do

- Know your Local Emergency Plan
- Know where your Shelter-in-Place Area(s) are
- Follow the instructions of your LEC
- Help your co-workers as necessary (especially if language may be a barrier)

Subject Area: ***Emergency Preparedness***

Suggested Emergency Equipment

Effective Date: **April 2001**

Point of Contact: Emergency Planning Group Supervisor

Emergency equipment should be selected commensurate with the level of hazard in the building, the number of building occupants and their level of training.

Consider keeping the following items available:

- Local Emergency Coordinator identification (hat or vest)
- Emergency lighting (flashlight or lantern, spare bulbs and batteries)
- Emergency communications (radios, bull horn, PA system, cellular phones)
- Building floor plans
- Telephone directory, roster of occupants
- Copies of the Local Emergency Plan and procedures.

Larger facilities with known hazards should consider keeping the following items available:

- Protective equipment (anti-contamination clothing, contamination control supplies, safety equipment)
- Spill control equipment and supplies
- Tools (especially those required to isolate hazards, such as remote valve operators).

Back to Top

2.0-042001/standard/0q/0q03e011.htm

Local Emergency Plan

(NAME) DEPARTMENT/DIVISION
LOCAL EMERGENCY PLAN

Building: **Occupancy:**

Position	Name	Extension	Home Phone	Pager No.
Plan Preparer			N/A	N/A
Building Manager				
Primary LEC				
Secondary LEC				
ES&H Coordinator				
Asst. ES&H Coordinator				
FSS Representative				

Date Prepared: _____

Frequency of Review: Annual

Date reviewed	Reviewed By	Review Type/Pages Changed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Every facility should establish an effective program to respond to emergencies. For this to work, every employee should be prepared to handle emergencies before they arise. This documents outlines the Employee Action Plan to address workplace emergencies.

TO REPORT A FIRE, SPILL, MEDICAL OR OTHER EMERGENCY, DIAL 911 OR 2222. IF USING A CELL PHONE, DIAL 631-344-2222. IF A TELEPHONE IS NOT AVAILABLE, USE A FIRE ALARM BOX.

EMERGENCY EVACUATION PROCEDURES AND ROUTES

Every employee should familiarize themselves with exits in their workplaces, including a second way out in case the main way is blocked.

Building Map

<Insert a map of the Building and mark the exits. Mark assembly areas. >

Maps can be obtained from http://epweb.pe.bnl.gov/om/mmc/keyplan/keyplans.asp

All employees are expected to leave the building and report to the outdoor assembly area when the fire alarm bells ring. No one is authorized to remain in the facility during an emergency.

ACCOUNTABILITY FOR EMPLOYEES

Accountability for employees should be performed after an evacuation. Based upon direction given in an emergency, all employees must assemble at the appropriate areas.

- BUILDING INDOOR ASSEMBLY AREA:
- BUILDING OUTDOOR ASSEMBLY AREA:
- SHELTER-IN-PLACE AREA:
- PERSONNEL ACCOUNTABILITY: The LEC or designee will account for employees. The information must be given to Fire-Rescue upon arrival.

SITE-EMERGENCY SIGNALS

- CONTINUOUS SOUNDING OF SITE SIRENS FOR FIVE MINUTES - Proceed immediately to the Indoor Building Assembly Area. Await instructions that may include the nature of the emergency, the type, sequence, and routes for evacuation.
- INTERMITTENT SOUNDING OF SITE SIRENS FOR FIVE MINUTES - Evacuate the Site Immediately.
- Plectron:

  Location:

  Responsible Individual:

  Note: The Plectron must be placed in an area that is constantly occupied or in an area that is accessible to occupants of the buildings, e.g., corridor near mailboxes.

FOR ADDITIONAL INFORMATION OR QUESTIONS, CONTACT THE

LOCAL EMERGENCY COORDINATOR

LOCAL EMERGENCIES AND SIGNALS

FIRE: Upon notice of fire or sounding of the alarm bells, proceed immediately to the outdoor Building Assembly Area. Await instructions that may include the nature of the emergency, the type, sequence, and routes for further evacuation. When the fire alarm bells ring, a call must be made to the BNL Fire Rescue Group on extension 2222, confirming their receipt of the alarm. Any information known about the condition that caused the alarm should be given at that time.

MEDICAL: Rescue and Medical Duties - Employees are expected to help minimize damage and assist personnel during an emergency to the best of their abilities and when their safety is not threatened. The BNL Fire Rescue Group is trained, equipped, and has the main responsibility to render emergency assistance.

SPECIFIC HAZARDS:

- Radiological –
- Toxicological –
- Physical –
- Other –

OTHER INFORMATION

Training - The Department/Division must designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees for this facility. They are as follows:

1. Name
2. Name
3. Name

The (Department Chair/Division Manager/employee's supervisor/ESH Coordinator) is responsible for reviewing the plan with each employee covered by the plan. This training occurs when the plan is initially developed; whenever the employee's responsibilities or designated actions under the plan change; and whenever the plan is changed.

Provide Fire/Rescue (Chief@bnl.gov) with one copy of this plan each time it is issued.

OPTIONAL INFORMATION

Description of Hazards

A. The _____ facility requires a Local Emergency Plan for the following reasons.

1. _____

_____

2. _____

_____

3. _____

_____

B. Building _____ contains a 90-day collection point for hazardous chemical waste.

This/These is/are located _____

Emergency exits are located _____

C. The types of emergencies that might affect this facility are

1. Operations

During normal operations, the emergencies that may affect this facility are

a. Fire – A fire in this facility could result in _____

The main fire hazard(s) is/are from _____

The locations of the portable fire extinguisher and fire alarm boxes are shown on the attached diagram.

b. Explosions - An explosion (Is, is not) possible, since the amounts of chemicals in the building are (large, small), and materials capable of explosion are (present, not present).

An explosion in this facility could result in _____

c. Industrial Accidents - An industrial accident(s) is (are) possible in the _____ area. In this location there are_____

Specific procedures for these operations are found in_____

d. Personnel Injury or Fatality - The greatest potential for personnel injury or fatality exists during the_____ operation. During this operation _____

Specific procedures for these operations are found in _____

_____

e. Uncontrolled Release of Radioactive or Hazardous Materials - The possibility of an uncontrolled release of _____

_____exists in the area

1. _____

2. _____

The radiation hazards are_____

_____

The toxicological hazards are_____

_____

f. Spread of Contamination - Contamination is a potential problem in the _____ area(s). Work practices aimed at reducing the spread of contamination include: _____

g. Personnel Exposure is a potential problem in the _____

area due to exposure to _____

h. Oil and Hazardous Material Spills - Large amounts of _____

are stored in the following areas _____

All chemicals are stored over secondary containment pallets and within secondary containers capable of containing the full contents of the material in the event of al spill. In addition, spill absorbent materials are located in various areas for cleaning up small incidental spills.

i. Air and Water Pollution - This facility (does, does not) have any operations that allows permitted discharges to the water and air. Safety Systems have been set up in these operations to significantly minimize the likelihood of accidental discharge to the air or water.

These include _____

j. Accidental criticality

k. Malevolent acts

l. Possible compromise of classified material

2. This facility (does, does not) have quantities of chemicals in excess of SARA Threshold Planning Quantities (TPQ). These are listed below. Consequences can be ascertained from the BNL Hazard Assessment.

_____ _____ _____

_____ _____ _____

Building Emergency Equipment

(State below or on diagram the emergency equipment in the building). (This information may be maintained elsewhere, but must be readily available to emergency responders. If maintained elsewhere, state its location).

A. Fire Protection

1. Fire extinguishers are located _____
2. Smoke and Heat detectors are located _____
3. Automatic sprinkler systems are located _____
4. Fire alarm pull boxes are located _____
5. Halon Systems are located in _____
6. Standpipe connections are located in _____

B Radiation detection equipment (list equipment) _____

are located _____

C. Emergency and Safety Related Equipment

1. SCBA are located _____
2. Spill control products such as _____ are located _____
3. PA System is maintained and controlled by _____
4. Safety showers and emergency eye wash stations are located _____

BOMB THREAT CHECKLIST

DESCRIPTION OF CALLER'S VOICE

Male _____ Female _____
Young ____ Middle Aged ____ Old ____

____ Calm	____ Nasal
____ Angry	____ Stutter
____ Excited	____ Lisp
____ Slow	____ Raspy
____ Rapid	____ Deep
____ Soft	____ Ragged
____ Loud	____ Clearing Throat
____ Laughter	____ Deep Breathing
____ Crying	____ Cracking Voice
____ Normal	____ Disguised
____ Distinct	____ Accent
____ Slurred	____ Familiar

If voice is familiar, who did it sound like__
_____
_____

BACKGROUND SOUNDS:

____ Street noises	____ Factory machinery
____ Crockery	____ Animal noises
____ Voices	____ Clear
____ PA System	Static
____ Music	____ Local
____ House noises	____ Long distance
	____ Booth
____ Motor	Other _____
____ Office machinery	_____
	_____

THREAT LANGUAGE:

____ Well spoken (educated)	____ Incoherent
	____ Taped
____ Foul	____ Message read by caller
____ Irrational	

GENERAL:

Time Call Received _____

Time Caller Hung Up_____

Date_____

Person receiving/monitoring call:

_____

Phone number at which call was received

_____

EXACT WORDING OF THE THREAT:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

KEY QUESTIONS TO ASK:

1. Where is bomb right now?
   _____
2. When will it explode?
   _____
3. What does it look like?
   _____
4. What kind of bomb is it?
   _____
5. Why did you place it?
   _____
6. What will cause it to explode?
   _____
7. What is your name?
   _____
8. What is your address?
   _____
9. Are you part of an organization? ___
   What is it? _____
10. Why are you warning us?
    _____
11. Do you realize that innocent people could be hurt or killed?
    _____

REPORT CALL IMMEDIATELY TO:
BNL POLICE – DIAL 911, 2222, or 2238

DATE _____ / _____ / _____

NAME _____

POSITION _____

PHONE NUMBER _____

Revision History: Emergency Preparedness

Point of Contact: Emergency Planning

Revision History of this Subject Area

Date	Description	Management System
September 2004 -- Minor 3.2	The exhibit Shelter-in-Place Instructions was added to this subject area.	Emergency Preparedness
May 2003	This revision establishes the minimum criteria for • Completing run cards with building information; • Using hazard information placards at facilities and workplaces that present significant hazards to personnel or property; • Developing and completing local emergency plans. The sections Completing and Editing Emergency Pre-plan Response Cards; Creating, Posting, and Maintaining Hazard Placards; and Developing Local Emergency Plans were added. The following exhibits were also added: • Emergency Information Poster; • Guidance on Completing Hazard Placard Template; • Hazard Placard Template; • Indoor Assembly Area Information Poster; • Local Emergency Plan; • Plectron Receiver Instructions and	Emergency Preparedness

	• Electron Receiver Instructions and Information; • Shelter-in-Place Area Poster. This revision replaces ES&H Standards 1.10.0, Hazard Information Placards and 1.17.0, Local Emergency Plans and Hazards Surveys.	
April 2001	Section 5. Notifying Next of Kin was added to the subject area to describe the responsibilities of Department, Division, or Office Managers whose staff, visitors, or guests are involved in an accident resulting in serious injury, serious illness, or death.	Emergency Preparedness
June 1999	This is a new subject area.	Emergency Preparedness

Back to Top

3.2-092004/standard/0q/0q00a011.htm

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